



**REQUEST FOR PROPOSAL PS- #1226  
TRANSITION PROGRAM**

**QUESTIONS AND ANSWERS**

August 1, 2013

*Updated 8/6/13*

1. On Attachment E – Safety and Security Requirements #2 which states new employee contract staff must complete orientation/safety training, is this at the prison itself?

**ANSWER:** Yes, this safety/orientation training will be held at the CA Men's Colony (CMC). However, CMC has informed us that this training will *not* be provided to staff prior to beginning implementing the Transitions program/working at CMC. CMC hold class when they have a large enough number of people who require it. Thus, Transitions program staff will get the training; it is just not assured they will have it prior to starting work at CMC. An informal safety and orientation training/discussion will be conducted by a CMC staff person with Transitions program staff.

2. What does it mean on Attachment E - Expectation of Delivery of the Curriculum item #3 which states contract staff shall attend training relevant to the delivery of services, as directed and approved by the CA Department of Corrections and Rehabilitation (CDCR)?

**ANSWER:** CDCR anticipates at least one conference to be held in the 13-14 fiscal year to gather people involved in implementing the Transitions program. There is the possibility of a second conference to be held in the 13-14 fiscal year as well. The \$4000 of travel indicated in the budget is to support staff attending this event. It has not been stated which Transitions program staff would need to attend or where the conference will be held.

3. Does CDCR honor holidays?

**ANSWER:** Yes, CDCR will observe State and County holidays for the purpose of this agreement. There is an option to observe only State holidays should the contractor choose to do so. This would need to be made clear at time of contract agreement to ensure accurate scheduling of classes and cycles of 5-week sessions. Any classes missed due to holidays would need to be re-scheduled such that the full scope of the curriculum is delivered.

**\*Note:** It was mentioned at the Bidders Conference that the State had furlough's occurring the first Friday of each month. CDCR clarified there are currently no furloughs occurring. Transition program classes should be scheduled Monday through Friday throughout each month (with the exception of holidays as stated above).

4. Cancelled classes would need to be made up?

**ANSWER:** Yes, any missed class time would need to be re-scheduled/made up such that the full curriculum is delivered. Staff will need to also be prepared for a potential lock down at the prison. In this situation, staff need to have an alternative work load identified. This may include making referrals to one-stop centers/community agencies or review of work completed by inmates. Staff work completed during this type of situation would need to be document. There will not be phone or computer/internet access in the classroom itself however there is an upstairs area in building where CMC is hoping to have an office space made available for Transitions staff to maintain documents, make phone calls, etc.

5. This grant would start in October and go through June 30, 2014 which is 9 months, however the RFP says 12 months and then possibility of continuing on from there. So, is this amount of money for 9 months or a year?

**ANSWER:** For fiscal year 2013-2014 the funding of \$189,000 would be for the 9 month period covering October 1, 2013 through June 30, 2014. For the second and third year options to renew, the funding would need to cover each 12 months fiscal year period and is anticipated to remain at \$189,000 per fiscal year. The second and third year options would be based upon performance outcomes, contractor approval and approval of continued funding in the State budget.

6. In RFP it is stated the program manager will be a ¼ time position. Is that just a minimum or is that very strict? Can you have somebody in that position that would be ¾ time, ½ time, or full time?

**ANSWER:** There may be potential for increasing the amount of time of the program manager position if an additional workload beyond what is stated in the RFP is identified. The workload identified for that position in the RFP is assessed to require ¼ time employee. There would need to be a clear rational stated that warrants increasing the time of that position. The facilitator positions however are required to be at least two full-time positions.

7. Can there be budget for, or is there means to get the right to work documents or is that money we put aside in this budget?

**ANSWER:** No, there is no additional budget to assist in obtaining right to work documents. The role of the Transitions program facilitators would be to assist inmates in completing the right to work application and any related processes to ensure they are clear in how to move forward with applying for/obtaining the necessary documents upon their release. It would not be the responsibility of the Transitions program staff to obtain the actual documents for each inmate. When required, confidentially releases would be obtained from the inmates to permit Transitions program staff to assist in the process of completing applications for right to work documents and make referrals to One-Stop career centers, and other social service programs deemed appropriate.

8. Under attachments of the RFP, What is the Closure Report? (Previous spreadsheet is attendance sheet)

**ANSWER: Instructions on completing Attachment B will be provided to contractor awarded this funding. Attachment B includes attendance records to capture time each inmate spends in and out of the classroom. The Closure Report in Attachment B is to list any work days that a session did not meet and the reason why (lockdown, training, etc).**

9. What level is Men's Colony?

**ANSWER: The Men's Colony has two separate campuses which provide housing for medium and minim security inmates. The west facility where the Transitions program will be implemented, houses level one and two inmates. Inmates participating in the Transitions program will predominately be level two inmates.**

10. The Curriculum which is being provided, was this created within CDCR or did they have an outside contractor?

Curriculum created by Sacramento WIB & a college\_\_\_\_\_ (look at curriculum)

**ANSWER: The curriculum is approved by CDCR, however they did not create the curriculum. The curriculum was created by the Sacramento Workforce Investment Board and partnerships including Los Rios Community College District Business and Economic Development Center and Sacramento Employment and Training Agency.**

11. Reproduction cost is part of the budget, so do we have rights to copy the curriculum/documents?

**ANSWER: Yes, Transitions program staff are able to copy curriculum materials as needed. CDCR has stated they will be completing the majority of the copying including providing the participant guides. Some supplemental curriculum documents as well as the local information to accompany the module pertaining to referrals to one-stop career centers will need to be produced by the contractor.**

12. Line D in the budget is for indirect costs. Do we have to have a state approved indirect rate to claim that with this contract?

**ANSWER: A link to the CDCR Line Item Budget Guide has been added to the County's Purchasing website where the Transition Program RFP is listed and the document is also available on the SLO Workforce Investment Board website ([www.sloworkforce.com](http://www.sloworkforce.com)). This document outlines allowable and disallowable costs however, there is no set rate established for indirect costs by the state.**

13. Line F of the budget document is for operating reserve/contingency plan, does that roll over to the next program year if not used?

**ANSWER: NO. The state does not allow for any rollover of funds.**

14. Is the participant guide provided to each participant? Or is it required to just have one copy there?

**ANSWER: The participant guide needs to be provided to each inmate/participant. As stated above, CDCR has indicated they will be providing the needed copies of these guides.**

15. Do program facilitators have to be employees of the agency that's contracted or can they be sub contractors?

**ANSWER: CDCR stated they would not approve for the Transitions program staff positions to be subcontracted. CDCR is contracting with the Department of Social Services (DSS) for services on behalf of the SLO Workforce Investment Board. DSS is subcontracting those services out to the entity selected through this RFP. Therefore, CDCR would not approve an additional subcontract out of these services/positions.**

*Added 8/6/13*

16. Will inmates be given supplies such as notebook paper, pencils, etc. or is Contractor expected to supply these items?

**ANSWER: CDCR will print copies of the Participant Guide to have available for inmates to follow along with the curriculum. However, some supply costs will need to be covered by the Contractor. CDCR and the CA Men's Colony (CMC) have specific regulations on what type of materials can and cannot be brought into the prison. The type of materials provided to inmates by Contractor will need prior approval of CMC.**

17. Since the Program Manager is only designated .25 FTE can this position be combined with that of the Program Facilitator?

**ANSWER: No. There must be a minimum of two, full-time Facilitator positions. The Program Manager position is a third, required position.**

18. What is the estimated amount of time the "two Inmate Clerks" will be available?

**ANSWER: This will be determined by CMC and is not known at this time. However, a goal would be to have one inmate clerk available for the duration of each class session.**

19. Is there a current provider/vendor?

**ANSWER: No**

20. How long has the program been in operation?

**ANSWER: This is a new program and has not previously been in operation.**

21. Are there any start-up dollars available?

**ANSWER: No. All available funding is outlined in the budget for the program, provided and described in the RFP.**